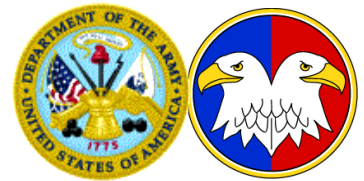




HOW TO GUIDE



Managed Reporting Environment (MRE) Brought to you by USARC REQUEST Operations Center (ROC)

➤ ***USARC ROC Point of Contact***

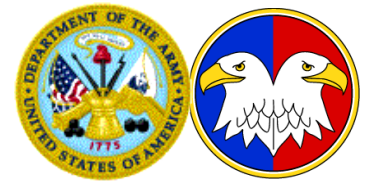
Send Email to:

g1.request.team@usarc-emh2.army.mil

The screenshot shows a Microsoft Internet Explorer browser window titled "Welcome to WebFOCUS Managed Reporting - Microsoft Internet Explorer". The address bar shows the URL "https://keyview.hoffman.army.mil/tbi_html/workbnch/mrlogin.htm". The page content includes a "Managed Reporting" header, a "Welcome to Managed Reporting" message, and two signon sections. The "Managed Reporting Signon" section has fields for "User ID:" and "Password:" with a "Change Password" link. The "WebFOCUS Server Signon" section also has fields for "User ID:" and "Password:". At the bottom, there are "Logon" and "Reset" buttons.



Managed Reporting Environment (MRE)



- ***Provides PMS with a data management tool to view REQUEST vacancy and UIC data.***
 - ***PMS may view current unit data and vacancy data with only a few keystrokes.***
 - ***There are many different purpose reports for ease of individual use.***
- ***Print these slides, put them next to your keyboard and simply follow the steps!***



Step 1

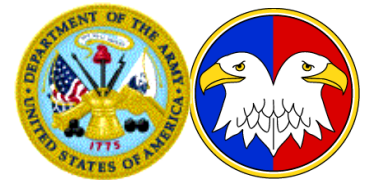


➤ In the address field of your browser, copy and paste the below URL, then hit Enter:

- https://keyview.hoffman.army.mil/ibi_html/workbnch/mrlogon.htm
- **Then press the GO button or hit Return**



Step 2:



IMPORTANT:

**DO NOT CHANGE
THE PASSWORD!
THIS IS A PUBLIC
USE TOOL!**

User ID here is: PMS

User ID here is: UZAPMS

Use UPPER CASE for

User ID and lower case

for password

The password for both is

and will be:

usarmy04

Then left click

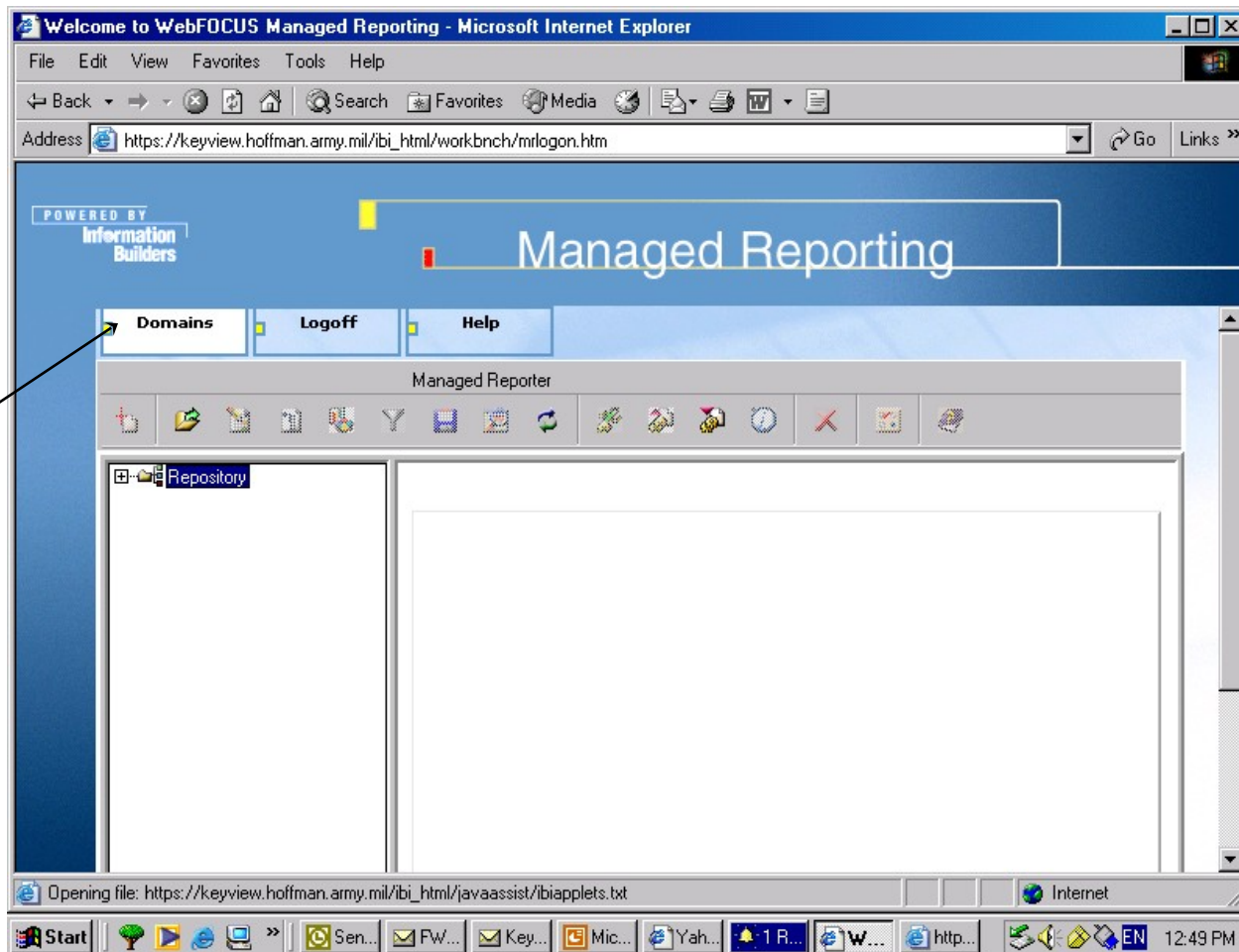
The screenshot shows a Microsoft Internet Explorer window titled 'Welcome to WebFOCUS Managed Reporting - Microsoft Internet Explorer'. The address bar shows the URL 'https://keyview.hoffman.army.mil/ibi_html/workbnch/mrlogon.htm'. The page content includes a 'Managed Reporting' header, a 'Welcome to Managed Reporting' message, and two signon sections. The 'Managed Reporting Signon' section has a 'User ID' field with 'PMS' entered and a 'Password' field with 'usarmy04' entered. A 'Change Password' button is next to the password field. The 'WebFOCUS Server Signon' section has a 'User ID' field with 'UZAPMS' entered and a 'Password' field with 'usarmy04' entered. At the bottom of the signon sections are 'Logon' and 'Reset' buttons. Red arrows point from the text instructions on the left to the 'User ID' and 'Password' fields in both signon sections. A black arrow points from the 'Then left click' instruction to the 'Logon' button. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Sent ...', 'FW: ...', 'Keyvi...', 'Micro...', 'Yaho...', and 'Wel...'. The system clock shows '12:41 PM'.



Step 3:

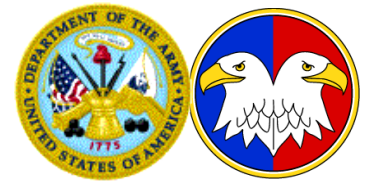


***Left click on
the Domain
button to
reach the
Repository***

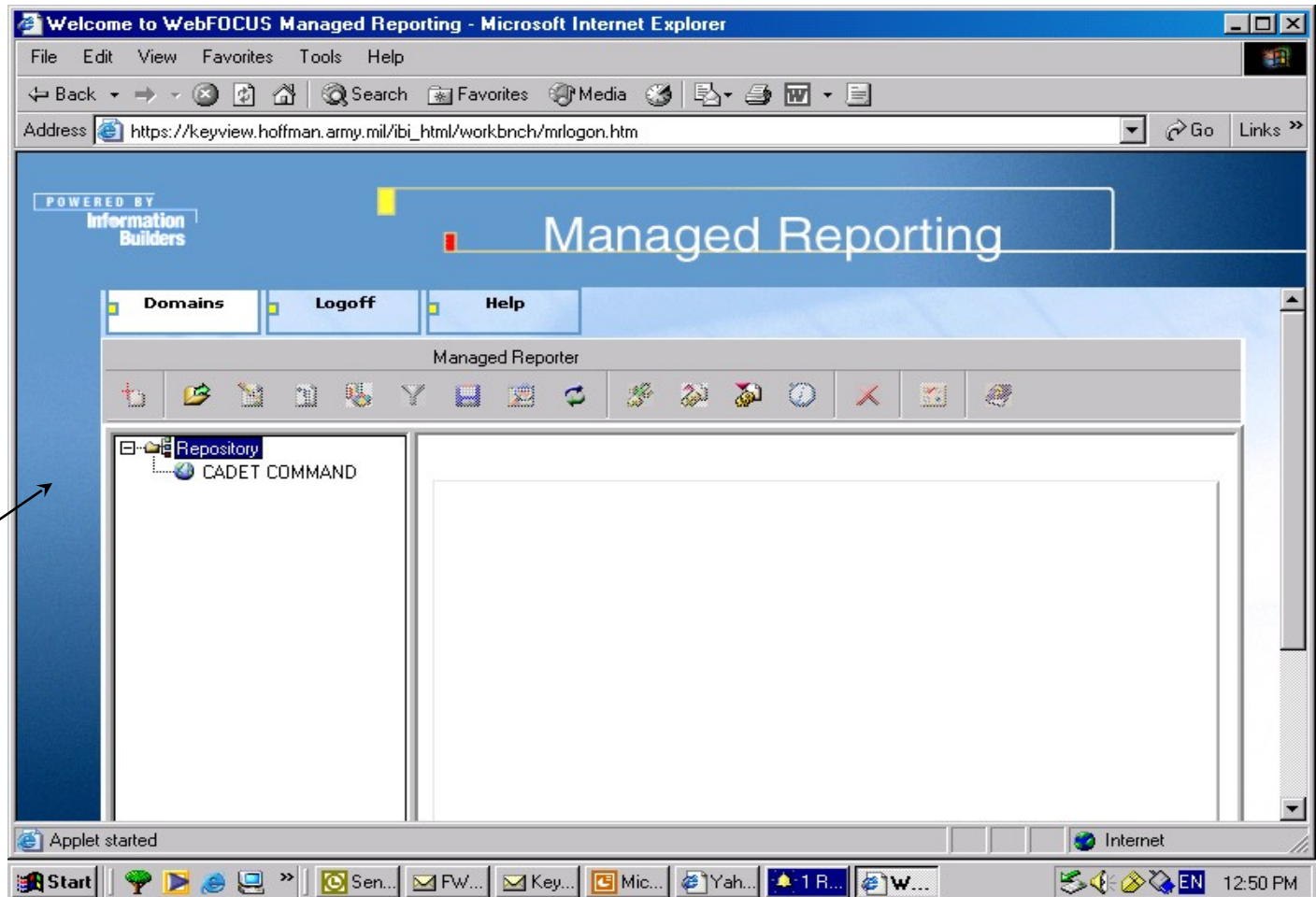




Step 4:

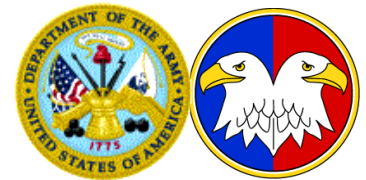


***When this
window
opens,
double click
on
Cadet
Command***



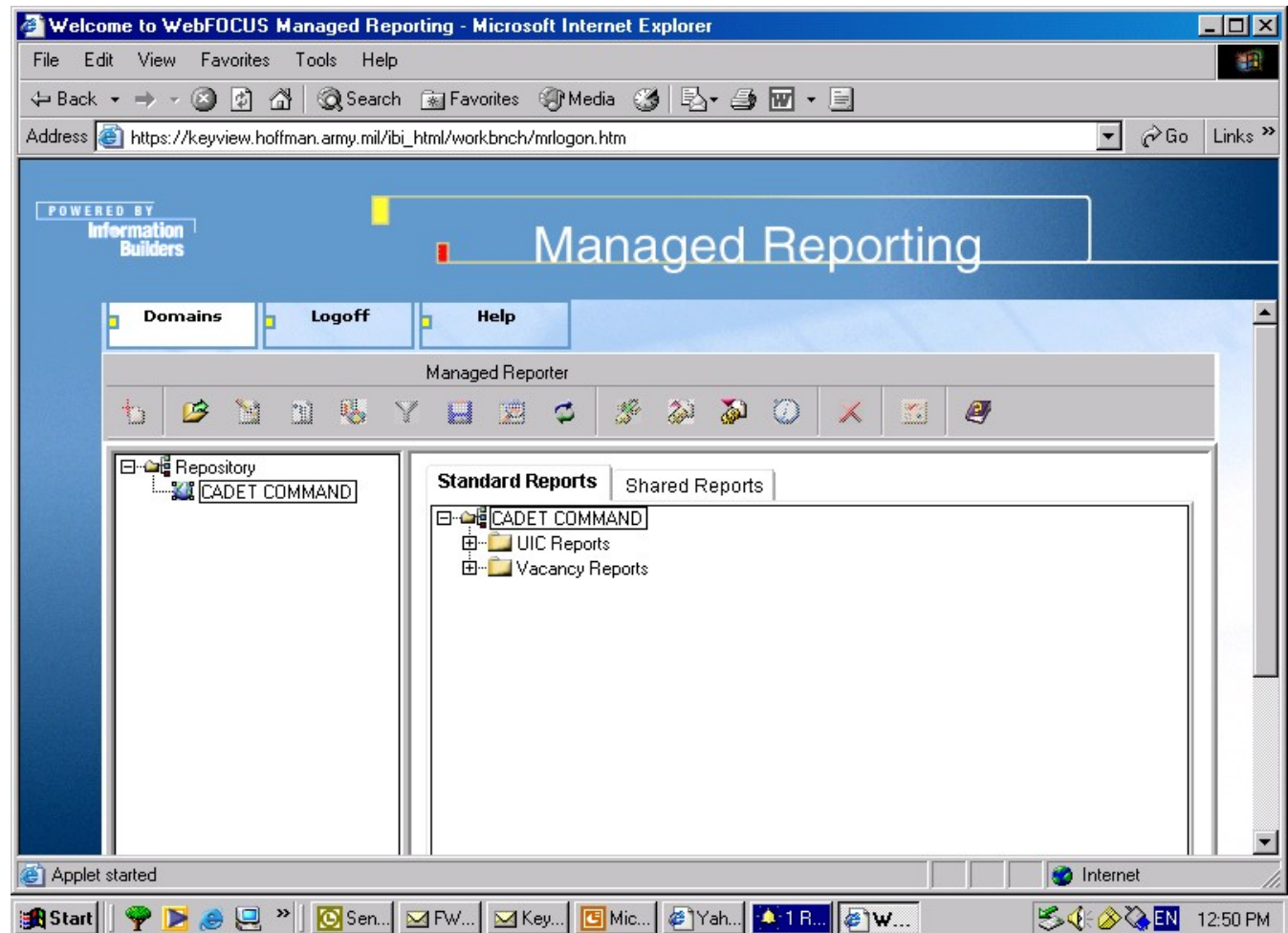


Step 5:



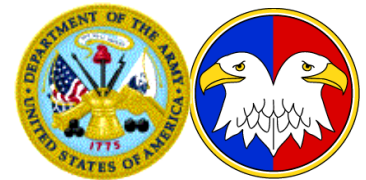
We have provided several standard reports for your review and information.

Click on the + sign next to the desired folder, for this exercise, click on all the + signs to reveal all the reports currently available.

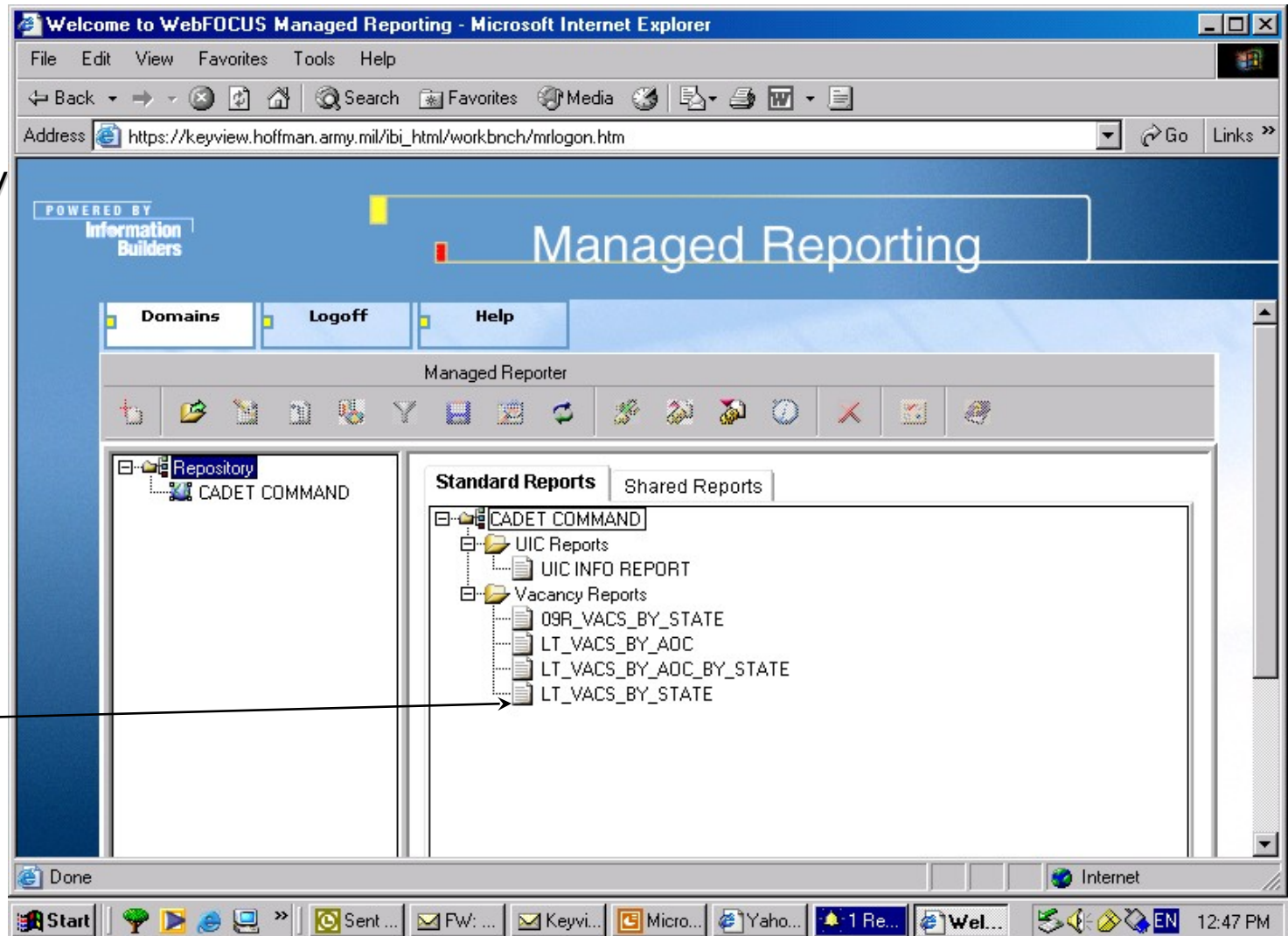


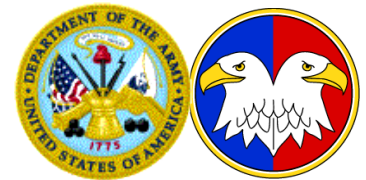


Step 6:



To view open
LT vacancies by
state, select
this report by
RIGHT
clicking, then
select run by
LEFT clicking





**Enter the 2
Character state
abbreviation in
UPPER CASE,
and
left click on the
Submit button**

LT_VACS_BY_STATE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print W

Address https://keyview.hoffman.army.mil/ibi_apps/WFServlet?IBMR_action=MR_RUN_FEX&IBMR_sub_action=MR_STD_REPORT& Go Links

ENTER_2_CHARACTER_STATE_CODE_IN_UPPERCASE:

Submit

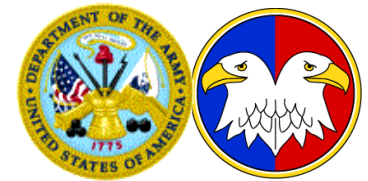
Reset

Done Internet

Start Sen... FW... Key... Mic... Yah... 1 R... Wel... LT... 12:47 PM



Step 8:



This report returns LT vacancies for the selected state by city.

Please review the glossary for column heading definitions.
File is in XLS format and can be easily saved or printed.
Repeat steps 7 thru 9 to run other reports.

https://keyview.hoffman.army.mil/ibi_apps/WFServlet?PG_REQTYPE=REDIRECT&PG_Func=GETBINARY&PG_Fi - Microsof...

File Edit View Insert Format Tools Data Go To Favorites Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address https://keyview.hoffman.army.mil/ibi_apps/WFServlet?PG_REQTYPE=REDIRECT&PG_Func=GETBINARY&PG_File=xiwho.xls Go Links

A1	ST	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ST	CITY	ASG_UIC	PARA	LINE	POSN	MPC	GRD	GNDR	MOS	SQI	ASI	LANG	STAT	TYPE	VCN		
2	AR	ARCADELPHIA	WRKCA2	202	01	0185	O	2	M	21B		00	YY	O	O	2037671		
3		BARLING	WQZNAA	101	02	0010	O	2	I	21B		00	YY	O	P	2087594		
4				102	01	0075	O	2	I	21B		00	YY	O	P	2087596		
5						0080	O	2	I	21B		00	YY	O	P	2087598		
6				105	01	0655	O	2	I	21B		00	YY	O	P	2087592		
7			WVLR1A1	102	01	0165	O	2	I	91B		00	YY	O	P	2005201		
8			WVLR1A1	103	01	3645	O	2	I	92A		00	YY	O	P	2005203		
9		CONWAY	WRKCB0	201	02	0010	O	2	M	21B		00	YY	O	O	2035623		
10				202	01	0180	O	2	M	21B		00	YY	O	O	2037571		
11						0185	O	2	M	21B		00	YY	O	O	2037604		
12				204	01	0845	O	2	M	21B		00	YY	O	O	2036904		
13		EAST CAMDEN	WVNGA2	103	01	1350	O	2	I	74A		00	YY	O	P	2049824		
14						1355	O	2	I	74A		00	YY	O	O	2036984		
15			WVNGA2	101	02	0010	O	2	I	74B		00	YY	O	P	9724776		
16		EL DORADO	WNBWR2	137	01	1815	O	2	I	92A		00	YY	O	P	2010564		
17		FAYETTEVILLE	WNEAR1	103	01	0100	O	2	I	74A		00	YY	O	P	2112838		
18							O	2	I	74A		00	YY	O	O	2114164		
19						0105	O	2	I	74A		00	YY	O	P	2112840		
20							O	2	I	74A		00	YY	O	O	2114160		
21			WNEAR1	101	02	0010	O	2	I	74B		00	YY	O	P	2113367		
22		HARRISON	WRKCC1	201	02	0010	O	2	M	21B		00	YY	O	O	2036638		
23				202	01	0190	O	2	M	21B		00	YY	O	O	2037110		
24				204	01	0045	O	2	M	21B		00	YY	O	O	2037404		

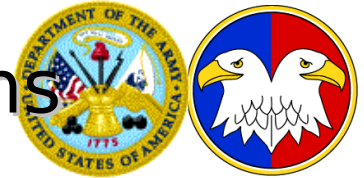
Sheet1

Unknown Zone

Start Sen... FW... Key... Mic... Yah... 1 R... Wel... htt... 12:48 PM



MRE Standard Report Definitions



➤ ***UIC Reports***

- ***UIC Info Report - provides current address data for the selected UIC to include telephone number.***

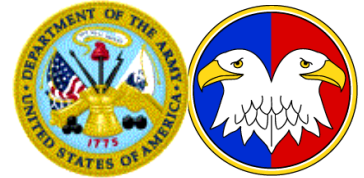
➤ ***Vacancy Reports***

- ***09R Vacs by State - displays all 09R vacancies for a user selected state. Report is sorted by city, in alphabetical order.***
- ***LT Vacs by AOC - displays all LT vacancies for a user selected AOC. Report is sorted by***
- ***LT Vacs by AOC by State - displays all LT vacancies for a user selected AOC and state. Report is sorted by***
- ***LT Vacs by State - displays all LT vacancies for a user selected state. Report is sorted by city, in alphabetical order.***

- ***All reports are displayed in excel format for easy saving or printing.***



Glossary



- **Gender - M = Male; F = Female; I = Immaterial**
- **Language - YY = No language requirement**
- **Para - Line - Posn - Paragraph, Line and Position Number. Refers to unit structure.**
- **Stat - Status code of the vacancy. O = Open; C = Closed; H = Hold.**
- **UIC - Unit Identification Code. Unique 6 character code assigned to every Army Reserve unit.**
- **VCN - Vacancy Control Number. Unique number assigned to each vacancy.**